

Minutes of the Finance Committee
Wednesday, February 8, 2006

Chair Haukohl called the meeting to order at 1:30 p.m. and led the committee in the Pledge of Allegiance.

Present: Supervisors Pat Haukohl (Chair), Don Broesch, Bonnie Morris, Ken Herro, Joe Marchese and Genia Bruce. Supervisor Broesch left at 3:20 p.m. Supervisor Behrend left the meeting at 3:55 p.m. Supervisor Morris left the meeting at 4:12 p.m.

Also Present: Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, Budget Specialist Linda Witkowski, Director of Public Works Rich Bolte, WCFLS Director Tom Hennen, Land Resources Manager Perry Lindquist, Risk Management Administrator Laura Stauffer, Employee Benefits Administrator Pete Hans, Director of Administration Norm Cummings, Office Services Coordinator Windy Jicha, Public Works Business Manager Betsy Crosswaite, Senior Financial Analyst Clara Daniels, Public Works Senior Civil Engineer Karen Braun, Library Services Coordinator Claudia Backus, Tom Dieckelman of Wisconsin Coach Lines, Deputy Inspector Steve Marks, Accounting Services Manager Larry Dahl.

Approve Minutes of 1/18/06

MOTION: Broesch moved, Behrend second, to approve the minutes of January 18, 2006. Motion carried 7-0.

Schedule Next Meeting Dates

- February 22
- March 8
- March 22
- April 5

Chair's Executive Committee Report of 2/6/06

Haukohl advised of the following issues discussed at the 2/6/06 Executive Committee meeting:

- The two ordinances to accept grant funds by the WCFLS
- 2006 Audit Plan
- DHHS Contract Procedures Audit
- Appointment of Jeff Steliga to the Federated Library Board.

Future Agenda Items

- Down sizing the county board
- Courthouse security (March 22 meeting)

Capital Projects Cost Performance Report and Approve Closeout Reserves

Witkowski discussed the 2005 year-end report as outlined including project title and status, original appropriation, amount expended, balance and needed corrections.

It was requested that the highway project reserve account be increased \$10,000 for the CTH X, Saylesville Creek Bridge project and \$4,000 for the CTH Y Poplar Creek Bridge project. This reserve account was established several years ago for certain highway capital projects in which bills are received after project completion for work funded in part with federal and state aid. After the funds have been reserved the project will be closed.

MOTION: Behrend moved, Broesch second, to approve adding \$14,000 to the reserve account for the CTH X Saylesville Creek Bridge and CTH Y Poplar Creek Bridge projects. Motion carried 7-0.

Fund Transfer 2005-363090-02: Health & Human Services – Transfer Funds from Operating Expenses (Public Health Division) to Personnel Expenses (Public Health Division)

Kutz and Daniels appeared to discuss the fund transfer. Kutz said the 2005 personnel expense budget appropriation unit in the Public Health Division is over budget mainly due to the fact the department used more temporary help than budgeted.

MOTION: Marchese moved, Behrend second, to approve fund transfer 2005-363090-02, Health & Human Services. Motion carried 7-0.

Discuss and Consider Ordinance 160-O-107: Sale of Excess Right of Way, CTH I, Project ID 02-2790(16), City of New Berlin

Braun explained that this ordinance authorizes the sale of excess right of way resulting from the reconstruction and culvert replacement on CTH I in the City of New Berlin. The land will be sold to adjacent property owners for \$1,650, which is based on the appraised fair market value.

MOTION: Behrend moved, Morris second, to approve Ordinance 160-O-107. Motion carried 7-0.

Discuss and Consider Ordinance 160-O-111: Increase Expenditures to the Transportation Fund 2005 Budget by Increasing Revenues and Transferring Contingency Funds

Crosswaite said this ordinance appropriates additional expenditure authority of \$435,000 in the Public Works Transportation Fund 2005 budget for state and county highway maintenance operations as outlined in the fiscal note. The expenditure increases include higher personnel costs, materials and fuel usage costs due to snow removal requirements on state and county highways in late November and December 2005. Crosswaite reviewed the fiscal note for the ordinance with the committee. Expenditures will be funded with additional state reimbursements for work performed on state highways (\$210,000) and additional revenue from the sale of salt and salt/sand mix to municipalities (\$135,000). There are lower expenditures than budgeted for equipment repair and maintenance of which \$50,000 will be transferred to the operating budget to pay for higher salt expenditures. The remaining \$90,000 will be transferred from the county's contingency fund.

MOTION: Broesch moved, Behrend second, to approve Ordinance 160-O-111. Motion carried 7-0.

Discuss and Consider Ordinance 160-O-109: Endorse the Receipt and Expenditure of Federal Funds for Seniors with Hearing Loss Grant and Modify the Federated Library Systems 2006 Budget

MOTION: Behrend moved, Bruce second, to approve Ordinance 160-O-109.

Morris asked how will you pay for this program when the funding runs out? Hennen said we will either urge the libraries to continue the program or we will drop something else from the budget to pay for it.

Motion carried 7-0.

Discuss and Consider Ordinance 160-O-110: Endorse the Receipt and Expenditure of Federal Funds Baby Brain Boost Grant and Modify the Federated Library Systems 2006 Budget

MOTION: Behrend moved, Broesch second, to approve Ordinance 160-O-110.

Hennen said this has no impact on the county levy. It is a federally funded program. Backus said the grant will be used to promote literacy by focusing on children ages birth to three and their parents and caregivers.

Motion carried 7-0.

Discuss and Consider Ordinance 160-O-108: Adopt Forfeiture Schedule for Citations Issued for Violations of the Storm Water Management and Erosion Control Ordinance

Lindquist said this ordinance adopts the forfeiture schedule for citation issues for violation of the adopted County Storm Water management and Erosion Control ordinance. The ordinance provides fines and court fees that vary based on the type of violation and ranges from \$373 to \$873. Lindquist found out this morning that the state is constantly changing the amount of the fines and fees. The county only sets the base forfeitures. The note on the bottom of page three of the ordinance indicates that periodic changes of the forfeiture schedule are made by the state.

Haukohl said she would like to see the fine amounts set to cover actual county expenses. Herro expressed his disagreement with the red tape this ordinance produces for developers. Morris said she agrees with the ordinance because it gives the county teeth to enforce violations.

MOTION: Broesch moved, Morris second, to approve Ordinance 160-O-108. Motion carried 5-2 (Herro and Behrend voted no.)

Status Update on Courthouse Security

Stauffer and Marks presented the update. Stauffer said the issue of whether or not we're going to lock down has been going on for years. A staff committee including Keckeisen, Marks, Maleug, Stauffer, etc. worked on details in conjunction with the Courthouse Security Committee. The plan and information sent to the Finance Committee are in draft form. There's a lot of tweaking and decisions to be made. Nothing is set in stone. Changes will also be made as needed after the plan is implemented. The concept is the public will enter through the front door of the courthouse. The issues of after-hours and loading dock/delivery security have not been resolved yet.

Mader said referring to the proposed policy, the main entrance of the courthouse will be the only place staff and public may enter the Courthouse. Employees only will also be able enter through the front door of the Administration Building. Employees will have card access while the public is screened.

Haukohl asked is there money in the budget to secure the buildings? Mader said there is money for security in this year's budget. The amount was diminished somewhat though.

Haukohl asked did the county board vote on whether or not the courthouse was going to be locked down? She doesn't think anyone objected to screening at some doors. The courts want secured courts. Moving inmates through the courthouse and keeping juries separate are concerns. Stauffer said she appeared at some committee meetings and discussed the possibility of closing down the courthouse.

Marks said there have been delays in moving forward. We were developing a plan set up by Finley and now we are waiting for Vrakas to decide how he wants to move forward. Marks said the non-departmental budget has funding for security personnel to cover the doors. During the development of the capital plan there was discussion of whether or not to expand the main lobby to accommodate screening. There

seemed to be an understanding that some of the monies in non-departmental budget were to be used to lock down the building.

Herro asked who should be screened? What protocols and parameters do you have set up? Stauffer said employee screening was discussed. In the end it was decided the public would go through screening but not employees. Employees and state employees who work in the courthouse would enter with card access.

Herro said they should have brought the protocols to the county board before moving forward. Stauffer said we needed to put something together to bring to the county board. Card access points have the potential for security breeches through tailgating, card lending, etc. The more entrances, the bigger the security risk. We would allow staff to enter the Administration Building but not the public.

Morris said she has a problem with the number of entrances to this building. She doesn't have a problem with reducing it to two.

Cummings said they put the budget together without knowing what the security plan would be. \$50K was vetoed from that amount because the plan would not be ready until at least June. A multidisciplinary committee was put together to develop security policy that would be brought to the county board. The big problem is too many entrances to the building. The committee decided on limited access.

Behrend said he doesn't have a problem with locked doors and restricting public entrance. The buildings are used more than eight-hours per day. We should come up with a plan to restrict access to the courts. We should move all office use to the Administration Center and keep the courts in the courthouse so the courthouse can be locked at 5 p.m. The plan would be expensive. If employees don't like it, they should seek employment elsewhere.

Mader said the judicial branch had a lot to do with this plan. The Supreme Court gave them security standards for new construction. Herro said then the state should pay for it.

Esler said Kenosha County instituted a security policy on January 23, 2006 via a memo to all employees. The policy explained that the general public would access the building by a single, secure entrance while employees would enter through a single card access entrance. This is the policy. You can bring the policy to the board to debate and vote on whether or not to have limited access. There is a time frame to make this decision. If the answer is "no" then there needs to be a new capital project for the court building.

Supervisor Behrend left at 3:55 p.m.

Haukohl said she would like to see a couple options and comparisons of the issues. Can we secure the courts and keep the administration separate? How secure is secure?

Supervisor Morris left the meeting at 4:12 p.m.

Update on the Deferred Compensation Request for Information and Recommendation

Hans explained the RFI process. The advisory committee recommended ICMA as the county's deferred compensation program provider. Hans explained the following advantages of having ICMA as the sole vendor: improves the county's negotiating power, provides revenue sharing capabilities, eliminates "fixed account" restrictions, accommodates a "Best of Class" lineup, the county can develop its own investment policy statement and an increased educational commitment. The disadvantages to selecting ICMA as the

sole vendor are that this affects the majority of employees and change may be difficult for some, educational challenges for options and Web site use and changes in the fixed account affects more than 27% of assets.

MOTION: Herro moved, Bruce second, to adjourn the meeting at 4:43 p.m. Motion carried 4-0.

Respectfully submitted,

Bonnie J. Morris
Secretary